



California Emergency Management Agency
Public Safety and Victim Services Programs
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February 11, 2010

Anna C. Green
Executive Director
Central California Family Crisis Center
770 N. Main Street
Porterville, CA 93257

SUBJECT: Performance Assessment Report
GRANT #: DV09171489 & DR09011489
RECIPIENT NAME: Central California Family Crisis Center

Dear Ms. Green:

Thank you again for your time on February 1, 2010, when I conducted a Performance Assessment of the Domestic Violence Assistance (DV) Program grant for your agency. Attached please find a copy of the Performance Assessment including the Domestic Violence Recovery Act (DR) Addendum.

During the site visit, we discussed Cal EMA's requirements for the project, the goals and objectives of the program, the project's source documentation, and the reporting requirements. As a result of the visit, I have identified areas which need corrective action. Each finding is listed below, as well as the corrective action necessary for compliance and due date by which the corrective action must be completed.

Fidelity Bond

Finding: The project has a Fidelity Bond on file with missing and/or incorrect information. The Fidelity Bond on file: 1) is missing Forgery Coverage, Form B.

Citation: Recipient Handbook, Fidelity Bond, Section 2161.2, requires recipients to ensure that the fidelity bond obtained must include Form A, Employee Dishonesty, and Form B, Forgery Coverage. The Fidelity Bond must provide blanket coverage of all employees; a scheduled bond is unacceptable.

Corrective Action: See Recipient Handbook Section 2161.5, Certificate of Insurance, for the components that must be included in the certificate. Documentation from an insurance carrier that verifies the grant recipient is in compliance with this requirement must be submitted to Cal EMA by (May 17, 2010).

California Environmental Quality Act (CEQA)

Finding: A current CEQA was not on file.

Citation: Recipient Handbook Section 2153 requires all OES funded projects to certify compliance with CEQA....A copy of the CEQA compliance memo or other certification must be completed once during the project's grant award cycle. The original copy must be retained on file for review during site and monitoring visits by OES staff.

Corrective Action: The project must obtain a current CEQA and submit a copy to OES by (April 8, 2010). A sample CEQA Compliance memo is located in the Recipient Handbook, Appendix U.

Functional Time Sheets

Finding: Not all timesheets reviewed by the Program Specialist were signed by staff and approved by the supervisor.

Citation: Recipient Handbook Section 11331, Functional Time Sheets, requires that all grant-funded personnel must maintain time cards/sheets that indicated, on a daily basis, the actual time worked on each Cal EMA project and account for all the time worked by the employee during the pay period. Time cards/sheets must be signed by the employee and their supervisor, [see Sample Functional Time Sheet (Cal EMA 2-313), for an example]. An allocation plan may be used to allocate salaries and benefits for individuals who work on more than one program or grant (see Section 2173).

Corrective Action: See Sample Functional Time Sheet (Cal EMA Form 2-313) for an example of a Functional Time Sheet. Please create a functional timesheet which includes a signature line for both employee and supervisor. Submit a copy of the timesheet for one employee and one volunteer which should include the requested information. Documentation that verifies the grant recipient is in compliance with this requirement must be submitted to Cal EMA by (April 8, 2010). **Note: you should have two timesheets to provide, one per employee but for the month of March.**

Operational Agreements

Finding: The program is missing Operational Agreements with Child Protective Services and the local Emergency Room.

Citation: Request for Application (RFA), FY 09/10, Operational Agreements, requires that Original Operational Agreements with agencies in the following disciplines must be on file at the project by July 1, 2009 and be available for review upon a Site or Monitoring visit. The following are: Local law enforcement agencies; Prosecutor's Offices; Victim/Witness Assistance Programs; Other DV Centers in any overlapping service areas; **Children's Protective Services; and Hospital(s)/medical treatment facilities.**

Corrective Action: See the Recipient Handbook Section 4300, Elements of an Operational Agreement (OA), for the components that must be included in the Operational Agreement. The project must obtain an OA with Child Protective Services and the local hospital emergency room and provide Cal EMA with a copy by (April 8, 2010).

Nondiscrimination Poster

Finding: The most current Nondiscrimination Poster (2010) was not posted at the grantee's shelter.

Citation: The California Department of Fair Employment and Housing (DFEH) poster entitled "Harassment or Discrimination in Employment is Prohibited by Law" must be posted in a conspicuous location accessible to employees and applicants for employment.

Corrective Action: Please obtain a 2010 Nondiscrimination Poster and post at the grantee's shelter in a conspicuous location by (April 8, 2010).

As for the other documentation that you were required to provide at the time of the site visit, I will be placing copies in your DV09/10 file and your master file at Cal EMA headquarters. Please keep in mind that you will be required to provide all requested documents again for future site visits but these are good for three years.

Enclosed is a copy of the completed Site Visit Checklist Form for your review. Please sign the cover page and return a copy of the page to me by **Tuesday, June 1, 2010 or sooner** as confirmation of receipt.

Thank you again for your hospitality during the visit. If you have any questions regarding the site visit please contact me at 916.324.9222 or Joimeiko.Coulbourn@calema.ca.gov.

Joimeiko Coulbourn
Criminal Justice Specialist
Domestic Violence Section

Enclosures

c: Cal EMA R& R Logistics